



AMERICAN EMBASSY, NEW DELHI, INDIA

VACANCY ANNOUNCEMENT NUMBER: 15-006

OPEN TO: All interested candidates

POSITION: Human Resources Clerk (Two Positions), FSN-0305-06,
DLA-540034 and DLA-540037 (Personal Services Agreement)

OPENING DATE: January 30, 2015

CLOSING DATE: February 12, 2015

WORK HOURS: Full-time; 40 hours/week

SALARY: Not Ordinarily Resident (NOR) - Grade: FP-08
Ordinarily Resident (OR) - Grade: FSN-06*
*Starting salary will be determined on the basis of qualifications and
experience, and/or salary history.

**ALL ORDINARILY RESIDENT (OR) APPLICANTS (See Definitions) MUST HAVE THE
REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR
CONSIDERATION.**

The U.S. Embassy in New Delhi is seeking individuals for the position of **Human Resources Clerk (two positions: American Personnel Services and Locally Employed Staff Personnel Service section) in the Human Resources Office.**

Applicants must apply on the U.S. Mission Application Employment Form and specify the vacancy announcement number. Applications not completed on U.S. Mission Application Employment Form, or without reference to a specific vacancy number will not be accepted. Only completed forms will be accepted. (Refer to application procedure below).

Only applicants who are selected for the interview will be contacted.

BASIC FUNCTION OF POSITION

The HR clerk will be responsible for performing a variety of Human Resources functions related to American Direct hires and their dependent family members and for Locally Employed staff in the Mission. The HR clerk will perform a wide range of administrative services such as recruitment; check-in and orientation; preparation documents for issuance of diplomatic IDs, visas and special permits; preparation of employment agreements and personnel actions; processing exit/check-out paperwork; managing HR databases and records; and supporting other projects like benefits and compensation, awards, etc., as required.

Perform the following duties, though not limited to:

American Services

- Responsible for preparing cables to support assignments, arrivals and departures, home leave/return; rest & recuperation travel (R&R); education travel; language incentives; emergency visitation travel; evacuation; extensions; curtailment; etc.
- Prepare orientation schedules and check-in packages, prepare and process documents to obtain appropriate visas, diplomatic ID cards, and accreditation.
- Liaise with the Ministry of External Affairs (MEA) for the processing of diplomatic ID cards and coordinate guest lists for invitations/passes for various government ceremonies.
- Provide family member support to the dependents of direct-hire American officers assigned to India by obtaining work permits from the host government and appropriate registration with Indian authorities, etc.
- Provide administrative support to establish new positions; complete pre-departure procedures for separating employees, including final clearance, return of ID cards, etc.

Locally Employed Staff (LES) Services

- Assist in processing pre-employment actions, i.e., arranging medical and security clearance and preparing employment documents.
- Prepare Personal Services Agreement (PSA) and modifications; prepare miscellaneous personnel actions to administer a variety of HR actions, process them by obtaining appropriate signatures, and distribute them as per procedures.
- Maintain a performance evaluation plan for monitoring timely completion of annual performance evaluation report for all Locally Employed Staff; forward the performance evaluation report notification to the concerned supervisors; follow-up and send reminder to delinquent supervisors.
- Initiate appropriate action for employees rated unsatisfactory for performance.

Database and Reports Management

- Maintain position and employee information in the Mission employee database, HR SharePoint, and other required personnel reporting systems.
- Prepare routine, miscellaneous, and ad-hoc reports as required by Mission Management and headquarters.
- Assist in maintaining updated staffing patterns and complement control.

Recruitment

- Assist in preparing vacancy announcements and posting them at appropriate portals; receive and screen employment applications from Eligible Family Members, third country nationals, and Indian nationals for employment with the U.S. Mission in India.
- Schedule interviews, administer required tests, and serve on interview panels as an HR representative.

Miscellaneous & Back-up Duties

- Serve as primary back up support to all HR Administrative Assistants. Provide support in other functions within the Human Resources Office as and when needed.
- Perform other duties as assigned by the Supervisor or Human Resources Officers.

A copy of the complete position description listing all duties and responsibilities is available in the Human Resources Office. To request the position description, kindly send an email to NewDelhiVacancies@State.gov.

QUALIFICATIONS REQUIRED

All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item. **(Applications that do not provide clear evidence that all qualifications are met will not be considered)**

1. Successful completion of two years college studies is required.
2. Two years of experience in the field of Human Resources or Customer Service or Management/Administrative services is required.
3. Level III (Good working knowledge) in English and Hindi (Speaking/Reading/Writing) is required. **(When applying for the position, please indicate your level of proficiency for these languages.)**
4. Demonstrated experience using MS Office applications such as MS-Outlook, MS Word, MS Excel, and the Internet.

SELECTION PROCESS

When fully qualified, U.S. Citizen Eligible Family Members (USEFMs) and U.S. Veterans are given preference. Therefore, it is essential that the candidate specifically address the required qualifications above in the application.

ADDITIONAL SELECTION CRITERIA

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. Current Ordinarily Resident employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report are not eligible to apply.
4. Currently employed U.S. Citizen EFMs who hold a Family Member Appointment (FMA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment.
5. Currently employed NORs hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment unless currently hired into a position with a When Actually Employed (WAE) work schedule.

TO APPLY

Interested applicants for this position should submit the following:

1. Universal Application for Employment as a Locally Employed Staff or Family member (DS-0174) is available on website **Please note:** Must answer all the questions in DS-174 application form.

http://newdelhi.usembassy.gov/job_opportunities.html **or**

2. A current resume or curriculum vitae that provides the same information found on the UAE (see Definitions); **or**
3. A combination of both; i.e. Sections 1 -24 of the UAE along with a listing of the applicant's work experience attached as a separate sheet; **plus**
4. Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-0214 with their application. Candidates who claim conditional U.S. Veterans preference must submit documentation confirming eligibility for a conditional preference in hiring with their application.
5. Any other documentation (e.g., essays, certificates, awards) that addresses the qualification requirements of the position as listed above.

SUBMIT APPLICATION TO

U. S. Embassy
Human Resources Office (Recruitment Team)
Shantipath, Chanakyapuri
New Delhi 110 021
or
FAX: 2419-8056
or
E-mail: NewDelhiVacancies@State.gov

POINT OF CONTACT

Telephone: 24198227/8369/8908

Please insert **15-006** (Vacancy Announcement Number) in the Subject of the E-mail NewDelhiVacancies@State.gov. Applications without the Vacancy Number or with incorrect Vacancy Number will not be accepted.

DEFINITIONS

1. **Eligible Family Member (EFM):** An individual related to a U.S. Government employee in one of the following ways:
 - Spouse or same-sex domestic partner (as defined in 3 FAM 1610);
 - Child, who is unmarried and under 21 years of age or, regardless of age, is incapable of self-support. The term shall include, in addition to natural offspring, stepchildren and adopted children and those under legal guardianship of the employee or the spouse

when such children are expected to be under such legal guardianship until they reach 21 years of age and when dependent upon and normally residing with the guardian;

- Parent (including stepparents and legally adoptive parents) of the employee or of the spouse, when such parent is at least 51 percent dependent on the employee for support;
- Sister or brother (including stepsisters and stepbrothers, or adoptive sisters or brothers) of the employee, or of the spouse, when such sibling is at least 51 percent dependent on the employee for support, unmarried, and under 21 years of age, or regardless of age, incapable of self-support.

2. **U.S. Citizen Eligible Family Member (USEFM):** For purposes of receiving a preference in hiring for a qualified position, an EFM who meets the following criteria:

- U.S. Citizen; and,
- EFM (see above) at least 18 years old; and,
- Listed on the travel orders of a direct-hire Foreign, Civil, or uniformed service member assigned to or stationed abroad with a USG agency that is under COM authority, or at an office of the American Institute in Taiwan; and either:
 1. Resides at the sponsoring employee's or uniformed service member's post of assignment abroad or at an office of the American Institute in Taiwan; or
 2. Resides at an Involuntary Separate Maintenance Allowance (ISMA) location authorized under 3 FAM 3232.2.

3. **Appointment Eligible Family Member (AEFM):** EFM (see above) eligible for a Family Member Appointment for purposes of Mission employment:

- Is a U.S. citizen; and
- Spouse or same-sex domestic partner (as defined in 3 FAM 1610) or a child of the sponsoring employee who is unmarried and at least 18 years old; and
- Is listed on the travel orders or approved Form OF-126, Foreign Service Residence and Dependency Report, of a sponsoring employee, i.e., a direct-hire Foreign Service, Civil Service, or uniformed service member who is permanently assigned to or stationed abroad at a U.S. mission, or at an office of the American Institute in Taiwan (AIT), and who is under chief of mission authority; and
- Is residing at the sponsoring employee's post of assignment abroad or, as appropriate, office of the American Institute in Taiwan.
- Does not receive a Foreign Service or Civil Service annuity

4. **Member of Household (MOH):** An individual who accompanies a direct-hire Foreign, Civil, or uniformed service member permanently assigned or stationed at a U.S. Foreign Service post or establishment abroad, or at an office of the American Institute in Taiwan. An MOH is:

- Not an EFM; and,
- Not on the travel orders of the sponsoring employee; and,
- Has been officially declared by the sponsoring USG employee to the COM as part of his/her household.

A MOH is under COM authority and may include a parent, unmarried partner, other relative or adult child who falls outside the Department's current legal and statutory definition of family member. A MOH does not have to be a U.S. Citizen.

5. **Not Ordinarily Resident (NOR)** – An individual who:

- Is not a citizen of the host country; and,
- Does not ordinarily reside (OR, see below) in the host country; and,
- Is not subject to host country employment and tax laws; and,
- Has a U.S. Social Security Number (SSN).

NOR employees are compensated under a GS or FS salary schedule, not under the LCP.

6. **Ordinarily Resident (OR)** – A Foreign National or U.S. citizen who:

- Is locally resident; and,
- Has legal, permanent resident status within the host country; and,
- Is subject to host country employment and tax laws.

EFMs without U.S. Social Security Numbers are also OR. All OR employees, including U.S. citizens, are compensated in accordance with the Local Compensation Plan (LCP).

If an applicant is submitting a resume or curriculum vitae, s/he must provide the following information equal to what is found on the UAE.

Failure to do so will result in an incomplete application.

- A. Position Title
- B. Position Grade
- C. Vacancy Announcement Number
- D. Date of Birth
- E. Place of Birth
- F. Dates Available for Work
- G. First, Middle, & Last Names as well as any other names used
- H. Current Address, Day, Evening, and Cell phone numbers
- I. U.S. Citizenship Status (*Yes or No*) & status of permanent U.S. Resident (*Yes or No; if yes, provide number*)
- J. U.S. Social Security Number and/or Identification Number
- K. Eligibility to work in the country (*Yes or No*)
- L. Special Accommodations the Mission needs to provide (*Yes or No; if yes, provide explanation*)
- M. If applying for position that includes driving a U.S. Government vehicle, Driver's License Class / Type
- N. Days available to work
- O. List any relatives or members of your household that work for the U.S. Government (include their Name, Relationship, & Agency, Position, Location)
- P. U.S. Eligible Family Member and Veterans Hiring Preference
- Q. Education
- R. License, Skills, Training, Membership, & Recognition
- S. Language Skills

T. Work Experience
U. References

CLOSING DATE FOR THIS POSITION: (February 12, 2015)

The U.S. Mission in New Delhi provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.